

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date March 23, 1976	1. Agency Address Georgia Department of Human Resources Division of Benefits Payments Food Stamp Unit - 618 Ponce de Leon, N. E. Atlanta, Georgia 30306	Application Number <b>76-112</b>	Date Received MAR 26 1976
Application Number DHR-44		Date Completed APR 01 1976	
2. Person to Contact Mrs. Celia Sellers		Working Title Administrative Assistant	Telephone Number 894-4250
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1972	Latest present	5. Records Series Title (followed by title used in office, if different) FOOD STAMP/COUPON ACCOUNTABILITY REPORT FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Division of Benefits Payments is responsible for supervising and regulating assistance programs which provide to indigents in the State food and monetary assistance and/or medical care.  The Food Stamp Unit is responsible for the administration of the Food Stamp program within the State. Included, but not limited to, are: the certification of applicant households; the acceptance, storage, and protection of coupons after their delivery to receiving points within the State; outreach to potentially eligible households; the issuance of food coupons to eligible households; and the control of and accountability for the food coupons.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: issuance of food stamp books and collecting and depositing of funds collected for the State. Included are: Form FNS-250(10-74)"U. S. Department of Agriculture Food and Nutrition Service Food Coupon Accountability Report" which shows project code; name and address of reporting office; project name and location; coupon book inventory summary; transfer summary; actual vs. authorized summary; deposit summary; signature of authorized official and title; and date.  File is arranged: numerically according to nine-digit codes assigned by the United States Department of Agriculture.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>50</u> ; Seven to twelve months old <u>50</u> ; Thirteen to twenty-four months old <u>occasional</u> ; twenty-five months and older <u>occasional</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                |                                   |                |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law             | _____ years.   | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years.   | e. Administrative need            | 5 _____ years. |
| c. Federal law           | 5 _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

See attached letters from United States Department of Agriculture - Food and Nutrition Service dated August 22, 1975 and September 8, 1975. Also, daily reference to records (even those 4 years old); and in accordance with instructions for Federal audit, which is 4 years behind schedule.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then, \_\_\_\_\_
- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 5 \_\_\_\_\_ year(s); then \_\_\_\_\_
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then \_\_\_\_\_
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then \_\_\_\_\_
- ☒ Destroy, upon direction from USDA-FNS
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) \_\_\_\_\_

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John A. Sellers</i>	3-23-76	<i>Elizabeth N. Crank</i>	3/23/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
		State Auditor/Designee	Date
		<i>William M. Dixon</i>	3-31-76
		Secretary of State/Designee	Date
		<i>Carroll Hunt</i>	3-29-76
		Attorney General/Designee	Date
		<i>W. M. Shell</i>	4-2-76